

STARS INSTRUCTIONS FOR STUDENTS

Office of the Arizona State Fire Marshal

In order to be eligible to test for state certification, or receive a state training certificate, students must create an account in **STARS (Statewide Training & Registration System)** if they don't already have one. When students activate their STARS accounts, they will receive an **EIN (Electronic Identification Number)** that they must use to enroll in training or to see all training certificates and certifications they have received through the Office of the State Fire Marshal. **Students must retain their EIN** to access their training record or enroll in future programs or workshops.

GETTING AN ACCOUNT IN STARS:

- **If you don't know your EIN, you may look up your EIN on the STARS website.** Go to www.azgu.gov, click "**STARS Sign-In**" and then "**Lookup your EIN**". Type your name and the agency code that your account was created under (most non-state employees are entered under "**Other**", but if you had training with another state agency you may have an EIN listed under that agency, such as Military Affairs). STARS will send your EIN to the email address they have on file. If STARS does not have the correct email address, contact the Office of the State Fire Marshal at fire.training@dfbfs.az.gov, and let us know your name, EIN, and the email address you would like added to your STARS account for activation. Once your email address has been updated you may sign back into STARS to activate your account.
- **If you don't have an EIN and you have never received a state certificate before:** go to the Arizona Government University website at www.azgu.gov and click "**Sign-In**", then "**Sign Up Now**". Type your name in the boxes provided and select "**Other**" as the Agency. Then click "**Sign-up for a New STARS Account**" at the top of the screen and fill in all the requested information. Again, select "**Other**" as your agency. It is very important that a valid email address be entered into STARS because this is where your EIN and password will be sent.

WHO IS REQUIRED TO ENROLL IN STARS AFTER GETTING THEIR EIN:

- **If you are taking a Fire School class you must enroll** in the class in STARS (see instructions below)
- **If you are participating in a program or workshop** sponsored by a fire department or community college then you **must give your EIN to the instructor** to include on the roster so that you will get credit for the training (skip the instructions for enrolling in STARS below).

HOW TO SIGN-IN TO STARS AFTER GETTING YOUR EIN:

- **If you know your EIN but have never signed into STARS:** go to the Arizona Government University website (www.azgu.gov) and click "**Sign-In**" and select "**Activate Account**". Type your EIN in the space provided, and the account will be activated. The password will be sent to your e-mail address. If STARS does not have a valid e-mail address, contact the Office of the State Fire Marshal at fire.training@dfbfs.az.gov and let us know the name, EIN, and correct e-mail address for the account. After you have been notified that the e-mail address has been corrected, go back to STARS (www.azgu.gov), and activate the account by following the directions above.
- **If you already know your EIN (Electronic Identification Number) and already have a STARS password,** then go to the Arizona Government University website (www.azgu.gov), click on STARS "**Sign-In**" at the top of the screen, and enter the

information requested to sign in. If you signed in before, but have forgotten your password, it can be requested at the sign-in screen, and it will be e-mailed to you at the e-mail address listed on your STARS account.

HOW TO ENROLL IN A CLASS IN STARS AFTER GETTING YOUR EIN AND SIGNING-IN:

- If you are enrolling in a Fire School class go to the e-Catalog after the new classes are posted for the upcoming Fire School and select the class you want (note: e-Catalog will contain last years classes until the new classes are posted)

MAKING PAYMENTS ONLINE FOR FIRE SCHOOL CLASSES:

- Classes offered during Fire School will require you to pay a fee in order to enroll. **If you are enrolling in a Fire School class**, you will be required to make a payment online using a credit card or a debit card with a Visa or MasterCard logo.
- **All payments must be made at the time of registration** or STARS will automatically cancel your registration.
- Immediately after making your payment, a **confirmation screen** will appear. **Please print this screen for your records.** If your department is reimbursing you for the charge, this screen copy will serve as a receipt or proof of payment.

If you have questions please contact the Office of the Arizona State Fire Marshal:

Phone Numbers:

Fire Training Help Line: 602-364-1066

Melina Joya: 602-364-1075

Jeff Johnston: 602-364-0843

E-mail: fire.training@dfbls.az.gov